

21 May 2014

Attn: Public Records Custodian, Brandi Cordova  
Northern New Mexico College  
921 Paseo de Oñate, Española, NM 87532  
Phone: (505) 747-2129  
Fax: (505) 747-2170  
**Via Email:** [bcordova@nnmc.edu](mailto:bcordova@nnmc.edu)

Ms. Cordova,

Per New Mexico Inspection of Public Records Act, NMSA 1978 § 14-2-1 (IPRA), I would like to note that the public records information on the Northern New Mexico College is non-compliant with the Inspection of Public Records Act.

I have attached the IPRA Compliance Guide from the New Mexico Office of the Attorney General to aid you in fulfilling public records requests and to aid the College in updating the public records request link at: <http://site.nnmc.edu/public-records>

The Northern weblink reads: **“PROCEDURES AND FEES FOR REQUESTING COPIES: If a person requesting inspection would like a copy of a public record, a reasonable fee may be charged. The fee for documents 11 inches by 17 inches or smaller is \$1.00 per page. For larger documents and records other than documents, Northern reserves the right to charge for actual costs incurred including any personnel time involved. The records custodian may request that applicable fees for copying public records be paid in advance, before the copies are made. A receipt indicating that the fees have been paid for making copies of public records will be provided upon request to the person requesting the copies.”**

Whereas IPRA reads: **14-2-7.** “Designation of Custodian; Duties. Each public body shall designate at least one custodian of public records who shall: A. receive requests, including electronic mail or facsimile, to inspect public records; B. respond to requests in the same medium, electronic or paper, in which the request was made in addition to any other medium that the custodian deems appropriate; C. provide proper and reasonable opportunities to inspect public records; D. provide reasonable facilities to make or furnish copies of the public records during usual business hours.” Further, copy fees may not include personnel time to locate, separate or review records prior to inspection.

I, therefore, request the following public records provided in the same medium by which I am requesting such records—electronic format (.doc; .xml; .pdf ; .jpeg etc.) by email. Should these formats be unavailable, I request “reasonable facilities to make or furnish copies of the public records during usual business hours.” As you are aware the Northern New Mexico College Public Records Custodian has fifteen days to comply with this request.

For each of the Northern New Mexico College employees listed below, I request: present position, department, salary, dates of employment, job application and/or job packet, curriculum vitae including educational qualifications, past employment, progress at the College (initial employment, promotions, attainment of tenure, sabbaticals), record of publications, news items, awards and achievements. Further all signed contracts, honorariums, stipends and agreements resulting in payment must be included.

Please note all items requested are deemed public records and are subject to public inspection in accordance with the provisions of the New Mexico Inspection of Public Records Act.

- Nancy Barceló, President
- Toby Bott-Lyons, FYE and Summer Bridge Coordinator
- Jessica Bryant-Klagman, ABE Director
- Shaun Cooke, HEP Instructor, Math Department Instructor
- Brandi Cordova, Assistant to VP for Finance & Administration and Public Records Custodian
- Ryan Cordova, Athletic Director/Men's Head Basketball Coach
- Maria Dolores Gonzales, El Rito Coordinator
- De La Torre, Nanette, Executive Assistant to the VP for Advancement
- Nicole Fresquez, Human Resource Analyst
- Amparo Gidney, Academic Advisor
- Anabelle (Ana X) Gutiérrez Sisneros, Mental Health Counselor and Instructor
- Antoniette Jiron, Human Resources Generalist
- Sandy Krolick, Communications and Marketing
- Mark Lane, Project Coordinator Engineering Department
- David Lindblom, Communications and Marketing and Instructor
- Stephanie Lovato, Grants Accountant
- Andrea Martinez, Grants Manager
- Matthew Martinez, Associate Professor and Director of the Northern Pueblos Institute
- Carla Montoya, Institutional Advancement Grants Manager
- Stephanie Montoya, Communications and Marketing
- Gwen T. Orona, Academic Advisor
- Brenda Porta Linnell, Assistant Professor
- Bernie Padilla, Human Resources Director
- Mark Rendon, Administrative Assistant- American Indian Center
- Ulises Ricoy, Associate Professor
- Monique Romero, Accounting Tech I
- Harrison Rommel, Grants and Special Projects Northern Rio Grande STEM Collaborative Grant Administrator
- Brian Salter, Director of Information Technologies
- Domingo Sanchez, Assistant to VP for Finance & Administration
- Anthony Sena, Dean of Arts and Sciences and Provost
- Kathlene Sena, Registrar and Assistant Dean
- Ricky Serna, Vice President of Institutional Advancement
- Janelle Taylor Garcia, Advisement, Interim Director Institutional Advisement
- Patricia Trujillo, Assistant Professor and Director of Equity and Diversity
- Verna Trujillo, Coordinator of Accessibility Services

I appreciate your office's attention to this request. Please feel free to contact me with any questions.

Thank you,  
Annette M. Rodríguez  
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